

Subject to approval at the October 4, 2016, Board of Works meeting.

City of West Lafayette, Indiana
Board of Public Works and Safety
MINUTES

September 27, 2016
8:30 a.m.
Morton Community Center
Multi-Purpose Room

Members present were Bradley L. Cohen, Brooke E. Folkers, and Thomas J. Kent. Jason D. Huber was absent. Clerk Sana G. Booker presided.

1. APPROVAL OF MINUTES

a. September 20, 2016, Meeting

Ms. Folkers moved to accept the minutes of the September 20, 2016, Board of Works meeting. Mr. Kent seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Oath of Office: City Engineer – Edward L. Garrison – Mayor

Mayor John Dennis introduced the new City Engineer, Edward L. Garrison, and administered the Oath of Office.

City Engineer Garrison provided some details about his background, including that he graduated in 2000 from Purdue University with a degree in Construction Engineering and Management.

b. 2017 Holiday Schedule – Human Resources

Human Resources Director Foster requested approval of the 2017 Holiday Schedule. She explained that the 2017 Holiday Schedule observes the same holidays as the current 2016 Holiday Schedule. The only difference is that the Street and Sanitation Department has elected to switch a few of their observation days, in order to maintain the regular trash/recycling scheduling. Director Foster stated that this is something the Department typically does every year.

Ms. Folkers moved that the 2017 Holiday Schedule be approved. Mr. Kent seconded the motion.

The motion was adopted.

c. Step-Increase Program: Street and Sanitation Department – Human Resources

Human Resources Director Foster requested approval of the Step-Increase Program for the Street and Sanitation Department. She explained that the Step-Increase Program was implemented in 2013 as a retention strategy. The only modification to the program since it was implemented in 2013 is an increase after Step 1 from 4% to 5%. Director Foster stated that this minor increase after the first completed year will help keep the Department staffed on a long term basis.

Mr. Kent moved that the Step-Increase Program for the Street and Sanitation Department be approved. Ms. Folkers seconded the motion.

Mr. Kent asked which positions are eligible for the Step-Increase Program, to which Director Foster responded that they are the Driver/Collector/Processor and Equipment Operator/Laborer positions.

Mr. Cohen asked if other Departments have a Step-Increase Programs, to which Director Foster stated no.

The motion was adopted.

d. Salary Adjustments: Employees on Step-Increase Program – Human Resources

Human Resources Director Foster requested approval for the salary adjustments of the employees on the Step-Increase Program. Director Foster explained that the Step-Increase Program is the long-term approach in retaining employees. In order to help resolve the turnover issues we are having this year, we need to increase the starting salaries for the positions on the Step-Increase Program. The starting salaries for these employees need to be at a more competitive rate. Director Foster stated that our Street and Sanitation Department has the most contact with local citizens on a daily basis. They always continue to provide wonderful customer service. She also noted that they are required to have a Commercial Driver's License (CDL), which is not an easy task.

Ms. Folkers moved that the salary adjustments for the employees on the Step-Increase Program be approved. Mr. Kent seconded the motion.

The motion was adopted.

e. Change of Status: Building Commissioner – Chad Spitznagle – Human Resources/Engineering

Human Resources Director Foster requested approval for change of status for Chad Spitznagle. Mr. Spitznagle will be the Acting Building Commissioner, which is pursuant to City Code [Chapter 110, Section 110.03]. She explained that this is due to the resignation of Public Works Director Dave Buck.

Mr. Cohen moved that the change of status for Chad Spitznagle be approved. Mr. Kent seconded the motion.

The motion was adopted.

f. New Hires: Probationary Officers – Corey M. Frain and Drew J. Adams – Police

Police Chief Dombkowski requested the approval to hire Probationary Officers Corey M. Frain and Drew J. Adams, who have been vetted and given conditional offers of employment by the Police Merit Commission. The bi-weekly salaries for Mr. Frain and Mr. Adams is \$1,897.10, effective October 3, 2016.

Mr. Cohen moved that the hire of Corey M. Frain and Drew J. Adams as Probationary Officers be approved. Mr. Kent seconded the motion.

Mr. Kent asked if the Department is now fully staffed, to which Chief Dombkowski responded they will be one officer short. The Department is considered fully staffed at 49 officers.

Clerk Booker asked if there will be another female officer retiring in the next year or two, to which Chief Dombkowski responded that she is scheduled to retire in the summer of

2018. He stated that there are several officers who are scheduled to retire through the Drop Program over the next couple of years. The Department goes through these cycles every 15-20 years.

Clerk Booker stated that she knows how important it is to get female officers, to which Chief Dombkowski agreed.

The motion was adopted.

g. 2012 SRF Loan Disbursement Request No. 56: Northside Regional Lift Station – R.L. Turner Corporation – WWTU

Collections Systems/GIS Supervisor VanAllen requested approval of the 2012 SRF Loan Disbursement Request No. 56 to R.L. Turner Corporation in the amount of \$221,838.00.

Ms. Folkers moved that the 2012 SRF Loan Disbursement Request No. 56 with R.L. Turner Corporation be approved. Mr. Kent seconded the motion.

In response to a question from Mr. Cohen regarding the discussion last week, Corporation Counsel Burns stated that this is the SRF portion and the rest is escrow.

The motion was adopted.

h. Claims

- i. AP Docket \$113,234,.43
- ii. RDC Docket \$20,000.00

Ms. Folkers moved that the claims be approved. Mr. Cohen seconded the motion.

There were no questions or comments about the claims.

The motion was adopted.

i. Informational Items

i. Project Payment List – WWTU

There were no questions or comments about the listing.

ii. Legal Budget & Expenses – Controller

There were no questions or comments about the listing.

iii. Park Board Dockets

There were no questions or comments about the listing.

j. Other Items

► Facilities Director Clark stated that after discussion with Controller Gray, it has been decided that the City drop box for payments will be moved from the existing City Hall parking lot over to the Salisbury Street parking lot. Director Clark stated that they will continue to get the word out, and the Street Department will be making a sign.

Mr. Kent asked about the status of the demolition for the old City Hall, to which Director Clark responded that they will begin doing the hazardous material abatement next week. The City will then be seeking bids for the remaining demolition of the building. Sometime in the spring we anticipate to be growing grass.

► City Engineer Garrison provided pictures to the Board of the temporary bank armoring and sanitary sewer support that was discussed at last week's meeting. Mr. Garrison explained that page one demonstrates how Happy Hollow Creek is not flowing straight to the headwall itself. Rip rap, which is large stone that is 12 inches in diameter, will be laid to help stabilize everything. On the east side of the bank the rip rap will have grout placed inside of it. He reminded the Board that this is only a temporary measure until we are able to re-establish a new channel. Mr. Garrison explained that page two illustrates the downstream end of Happy Hollow Creek. The red pipe shown in the pictures is the sanitary sewer crossing. Mr. Garrison explained that the pipe is very close to the water when we get rainfall. He stated that if any type of large debris hits the pipe it could potentially have enough power to take it out, which would cause even more problems. Mr. Garrison stated with the new structure that has been put in place they have noticed more sedimentation. The draft picture illustrates that there will be four new piers installed. Then a new steel casing pipe will be able to help protect the crossing.

Mr. Kent asked how much rain would cause the amount of water volume that is shown in the pictures, to which Mr. Garrison responded that the exact amount of rainfall is unclear. He stated that the day these pictures were taken were just after a normal July rain.

► Grants and Marketing Administrator Shaw stated Art on the Wabash was a huge success over the weekend. Ms. Shaw thanked everyone who attended and volunteered. She also thanked Jon Munn and the Parks Department for all of their hard work. The Mayor presented the 2016 People's Choice Award to Jennifer Brovont, who had never been in an art fair before. Lastly, Ms. Shaw thanked Kitchen Art for sponsoring Art on the Wabash for the past eleven years.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Cohen moved that the meeting be adjourned, and Clerk Booker adjourned the meeting.